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DEPARTMENT OF TRADE AND INDUSTRY  
BUSINESS STATISTICS OFFICE

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# Report on the Census of Production 1968

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Presented by the Department of Trade and Industry  
to Parliament in pursuance of the Statistics of Trade Act 1947  
(10 & 11 Geo. 6 Cha. 39 Sec. 7)



## NOTES

1. These notes give the main information needed for interpreting the Census figures. More detailed information about the Census is given in a separate booklet - 'Description of the Census': Part I of the Report on the Census of Production for 1968.

### SCOPE OF THE 1968 CENSUS AND CHANGES COMPARED WITH 1963

2. The Census for 1968 was taken within the framework of the Standard Industrial Classification (Revised 1968) and covered all industries listed in Orders II to XXI, ie industries engaged in manufacturing, mining and quarrying, construction, and gas, electricity and water supply. As a result of the revision to the Standard Industrial Classification there have been changes compared with 1963 in the definitions of individual industries (details of which are given in the separate parts of the Report relating to them) and their allocation to Orders of the Standard Industrial Classification. Details are now given for some industries (in particular in the chemical and engineering sectors) which have not been separately distinguished before; while for the production of perambulators, hand trucks, etc for which there was a separate report for 1963, the particulars are now mainly included in the Report on the Toys, Games, etc Industry.

3. The number of separate industry reports has increased from 128 in the 1963 Census to 153 for the 1968 Census. Apart from the increase in the number of industries identified in the 1968 Census the revision of the Standard Industrial Classification also led to changes in the scope of the Census and the following activities, which were out of scope of the 1963 Census are included in the Census for 1968. The minimum list heading to which each is classified is shown in brackets.

Peat cutting and digging	(109/4)
Heat treatment of milk	(215/1)
Coffee blending, grinding and roasting	(229/2)
Tea blending	(229/2)
Jacquard card cutting and designing	(335)
Preparation of oven ready poultry at packing stations	(214/2)

Agricultural machinery repairing; boiler and motor-car breaking; and the sorting and cleaning of woollen and worsted hair rags which was in scope of the 1963 Census were excluded for 1968.

4. The rules used in classifying establishments to industries and to sub-divisions of industries were slightly changed for 1968. The most general change concerned the dropping of the rule by which in 1963 the classification of an establishment was only changed if the pattern of its output had altered considerably between two consecutive censuses. A number of changes which had limited application were also made, the most notable being

the treatment given to parts of machines, principal products of the mechanical engineering group of industries.

5. Another change concerned the exemption from the requirement to complete a detailed return. In this Census exemption applied to the establishment and not, as in previous censuses, to the firm. This meant that a firm with more than one establishment employing fewer than 25 persons at each, but with 25 or more persons in total, was exempted for 1968 from completing a detailed return (except in industries in which short forms were used - see paragraph 19). In previous censuses such a firm would have been required to provide a combined detailed return covering all establishments.

6. There were a number of differences in the information collected compared with 1963, notably that the questions asked about employers' contributions to National Insurance, private pension schemes, etc for 1963 were not asked for 1968. Instead information was obtained from the Department of Employment resulting from their Labour Costs Survey, 1968 upon which estimates could be based.

7. The method of collection of information on small establishments also differed between the 1963 and 1968 Censuses in selected industries where a short form was used; for the 1963 Census only a sample of small establishments was approached to give detailed information on their businesses, the remainder being required to provide simply a statement of the nature of work done and the average number of persons employed. For the 1968 Census all the small establishments in the selected 'short form' industries (with the exception of the Construction Industry (other than Public Authorities) where a 1 in 12 sample was used) were asked to provide detailed information.

8. Additional information about payments for certain services was obtained from a sample of enterprises in a supplementary inquiry into business expenses and receipts. This was in respect of payments for advertising, market research, professional services, royalties, etc and commercial insurance premiums. Receipts from royalties, etc were also collected in the supplementary inquiry. Similar data (except for that relating to professional services) were collected in 1963. The information is incorporated with Census data in Summary Tables 4 and 5 in Part 156.

9. For the purpose of this Report the 1963 returns for larger establishments have been reclassified to bring them into line with the Standard Industrial Classification (Revised 1968) wherever possible, but because of the nature of the questions asked in the 1963 Census it was not always possible to do so and the correspondence therefore is not always exact. It was more difficult to reclassify the 1963 forms for small establishments because of the absence of sales data and in such cases the pattern of reclassification

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of returns from larger establishments was taken as a guide. Nevertheless the figures for 1963 in the reports are fairly closely comparable with those for 1968, except for some industries where new activities have been included or where significant changes were made in the coverage of sales headings. All important changes in classification are described in the introduction to the relevant industry reports.

#### TERMS USED IN THE CENSUS REPORTS

##### *Average number employed*

10. Establishments were required to state the number of persons on the payroll (ie whose National Insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) operatives (see below). Averages could be calculated from figures relating to the last week of each calendar month. Establishments were also required to state the number of working proprietors (see below) where appropriate and these are included in total employment figures. Information on outworkers (ie persons employed by firms, who worked in their own homes on materials supplied by the establishment making the return) are excluded. The figures also include persons engaged in merchanting and factoring and canteen workers where particulars of these activities could not be excluded from the return.

##### *Working proprietors*

These include all persons regarded as 'self-employed' for National Insurance purposes and members of their families who worked in the business without receiving a fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading, but directors paid by fee only are excluded.

##### *Employees*

(i) Administrative, technical and clerical employees include managing and other directors in receipt of a definite wage, salary or commission; managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees.

(ii) Operatives cover all other classes of employees, that is, broadly speaking all manual wage earners. They include those employed in or about the factory or works; in power houses, transport work, stores warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; cleaners. Operatives engaged in outside work of erection, fitting, etc are

also included, but outworkers are excluded. Information about the numbers of outworkers employed was collected only for the Gloves Industry.

##### *Capital expenditure*

###### (i) New building work

This represents the cost incurred during the year of new building and other new construction work (including office buildings, canteens and the like used in connection with the business covered by the return, but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension and reconstruction of old buildings, the value of works of a capital nature carried out by the establishment's own staff, and the cost of any newly constructed buildings purchased. Figures shown include any legal charges, stamp duties, agents' commissions, etc.

###### (ii) Land and existing buildings

The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leaseholds acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

###### (iii) Plant, machinery and vehicles

The items shown are the value of plant and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc which firms produced for their own use in connection with the business covered by the return. The value of plant, etc acquired is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortisation or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

(iv) Capital expenditure during the year in respect of establishments where production had not started before the end of the year is excluded from the figures for both 1963 and 1968.

##### *Combined returns*

11. A combined return is one which covers two or more establishments in the same census industry and in the same country (England, Scotland or Wales); the number of operatives employed in each of the establishments covered by the return was required to be given.

##### *Enterprise*

12. The term enterprise is used in this Report to mean one or more establishments under common ownership or control. An enterprise consists of a single establishment, more than one establishment owned by the same firm,

or a number of establishments owned by a parent company and its subsidiary companies. Information about the relationship between constituent companies of enterprises was obtained mainly from published sources, such as the Stock Exchange Year Book, supplemented by information from company reports and information supplied by establishments. The information available is not complete, but covers the largest and most important groups of industrial establishments and is believed sufficient to provide a worthwhile basis for analysis.

##### *Establishment*

13. For the 1968 Census an establishment is defined in accordance with the Standard Industrial Classification (Revised 1968) as being the smallest unit which can provide information normally required for an economic census, for example employment, expenses, turnover, capital formation. Establishments were asked to exclude from all sections of their returns particulars relating to any department not engaged in production for which separate records were kept. Where separate accounts were not kept, returns included details of merchanting or factoring, and other ancillary activities such as bottling, packing and manufacture of containers for packing their own products, whether or not these activities were carried on at the same address as the works, building and engineering maintenance, selling and transport and the operation of canteens.

Larger establishments are establishments in which 25 or more persons were employed on average during the year.

Small establishments are establishments in which fewer than 25 persons were employed on average during the year.

##### *Gross output*

14. The gross output of an industry is the aggregate value of goods made and other work done during the year by establishments classified to the industry. It is derived by subtracting from the value of sales and work done, the value of stocks of goods on hand for sale and work in progress at the beginning of the year and adding the value at the end of the year.

##### *Net output*

15. The net output of an industry represents the value added to the materials by the process of production. It includes the gross margin on any merchanted or factored goods sold: it constitutes the fund from which wages, salaries, hire of plant and machinery, payments for repairs and maintenance, cost of operating the road goods vehicles, rents, rates and taxes, advertising and other selling expenses and all other similar charges have to be met, as well as depreciation and profits. There is no appreciable duplication involved in adding together the net output of several establishments.

Net output has been obtained by deducting from gross output (see paragraph 14) the cost of purchases adjusted for stock changes, payments for work given out to other establishments and payments for transport.

Normally any customs duty or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duties, subsidies, allowances and levies receivable or payable, where of substantial importance to the industry, were required to be stated separately, and these items were taken into account when calculating net output.

##### *Net output per person employed*

16. The figures for net output per person employed are derived by dividing the net output by the average number of persons employed (full-time and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

##### *Purchases*

17. Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to establishment's own buildings, plants and vehicles when carried out by their own work people included in the returns; of consumable tools; and parts for machinery purchased during the year of return as replacements. Water charges are also included. In general, purchases of goods for merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded, as are all purchases charged to capital account.

The values shown include any duty paid (less rebate, etc) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including an establishment's own separate transport organisation, for delivery of materials and fuels are, therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivery cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the establishment not covered by the same return are included at the estimated selling value recorded by the other department.

##### *Sales*

18. Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other establishments from materials given out to them



(sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use by the business covered by the return are included, the value being that adopted in the establishment's asset accounts. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included.

The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, excluding any trade discounts, agents' commissions, allowance for returnable cases, purchase tax etc; the net amount charged for packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

Goods produced in one establishment and transferred to another establishment of the same firm not covered by the return were treated as sales by the producing establishment and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis.

To the extent that sales of finished products of one establishment constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication.

#### Short form

19. This term is used to mean the simplified version of the full census forms sent to small establishments in industries where small establishments account for a relatively high proportion of total employment.

#### Standard Industrial Classification

20. The industries to which establishments and enterprises are classified are defined in terms of the Standard Industrial Classification (Revised 1968).

#### Stocks and work in progress

21. Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of year of return, including any stocks of goods held for merchanting or factoring. The values include duty in the case of dutiable goods held out of bond. The value of work in progress at the beginning and end of the year is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received. Separate detail is,

however, given for progress payments received by manufacturers in industries producing capital items. In practice, figures of stocks and work in progress normally show the end of year values and the change, plus or minus, during the year.

#### Transport payments

22. These represent the total amount paid or credited during the year for both outward transport of finished goods sold and inwards transport of materials and fuel purchased. They include payments to other establishments, and to any separate transport organisation of the same establishment not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are the payments for hired cartage and for inwards and outwards carriage by all forms of inland transport, ie railways, road haulage, canals, coast-wise shipping, air, etc. Payments made for sea and air freight on goods sold to overseas customers and on materials and fuel purchased from overseas suppliers are excluded.

#### Wages and salaries

23. These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments made to working proprietors, whether called salaries or not are excluded. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc and employers' contributions to National Insurance and pensions schemes is excluded.

#### Symbols used

24. The following symbols are used throughout the report:

.. not available

- nil or negligible (less than half the final digit shown)

\* figures cannot be shown owing to the risk of disclosing information about individual enterprises.

#### Rounding of figures

25. The figures in the tables have, where necessary, been rounded to the nearest final digit. There may, therefore, be discrepancies between the sums of the constituent items and the totals shown.

## LIST OF INDUSTRY REPORTS, ETC

The symbol \* indicates a report which includes additional tables containing particulars for small firms. In the report marked / the additional analysis for small establishments relates to a part of the industry only.

Report Part No.	Description	Standard Industrial Classification Reference
1	Description of the Census	
<b>MINING AND QUARRYING</b>		
2	Coal mining	101
3	*Stone and slate quarrying and mining	102
4	*Chalk, clay, sand and gravel extraction	103
5	Metalliferous mining and quarrying	109/1 and 2
6	Petroleum and natural gas, salt and miscellaneous non-metalliferous mining and quarrying	104, 109/3 and 4
<b>FOOD, DRINK AND TOBACCO</b>		
7	Grain milling	211
8	Bread and flour confectionery	212
9	Biscuits	213
10	Bacon curing, meat and fish products	214
11	Milk and milk products	215
12	Sugar	216
13	Cocoa, chocolate and sugar confectionery	217
14	Fruit and vegetable products	218
15	Animal and poultry foods	219
16	Vegetable and animal oils and fats	221
17	Margarine	229/1
18	Starch and miscellaneous foods	229/2
19	Brewing and malting	231
20	*Soft drinks	232
21	Spirit distilling and compounding	239/1
22	British wines, cider and perry	239/2
23	Tobacco	240
<b>COAL AND PETROLEUM PRODUCTS</b>		
24	Coke ovens and manufactured fuel	261
25	Mineral oil refining	262
26	Lubricating oils and greases	263
<b>CHEMICALS AND ALLIED INDUSTRIES</b>		
27	General chemicals (inorganic)	271/1
28	General chemicals (organic)	271/2
29	General chemicals (other than inorganic and organic)	271/3
30	Pharmaceutical chemicals and preparations	272
31	Toilet preparations	273
32	Paint	274
33	Soap and detergents	275
34	Synthetic resins and plastics materials and synthetic rubber	276
35	Dyestuffs and pigments	277
36	Fertilizers	278
37	Polishes	279/1
38	Formulated adhesives, gelatine, etc	279/2
39	Explosives, fireworks and matches	279/3
40	Formulated pesticides and disinfectants	279/4
41	Printing ink	279/5
42	Surgical bandages, etc	279/6
43	Photographic chemical materials	279/7



Report Part No.		Standard Industrial Classification Reference
METAL MANUFACTURE		
		ORDER VI
44	Iron and steel (general)	311
45	Steel tubes	312
46	Iron castings, etc	313
47	Aluminium and aluminium alloys	321
48	Copper, brass and other copper alloys	322
49	Miscellaneous base metals	323
MECHANICAL ENGINEERING		
		ORDER VII
50	Agricultural machinery (except tractors)	331
51	Metal-working machine tools	332
52	Pumps, valves and compressors	333
53	Industrial engines	334
54	Textile machinery and accessories	335
55	Construction and earth moving equipment	336
56	Mechanical handling equipment	337
57	Office machinery	338
58	Mining machinery	339/1
59	Printing, bookbinding and paper goods making machinery	339/2
60	Refrigerating machinery (except domestic type refrigerators)	339/3
61	Space heating, ventilating and air-conditioning equipment	339/4
62	Food and drink processing machinery	339/7
63	Miscellaneous (non-electrical) machinery	339/5,6,8 and 9
64	Industrial (including process) plant and steelwork	341
65	Ordnance and small arms	342
66	General mechanical engineering	349
INSTRUMENT ENGINEERING		
		ORDER VIII
67	Photographic and document copying equipment	351
68	Watches and clocks	352
69	Surgical instruments and appliances	353
70	Scientific and industrial instruments and systems	354
ELECTRICAL ENGINEERING		
		ORDER IX
71	Electrical machinery	361
72	Insulated wires and cables	362
73	Telegraph and telephone apparatus and equipment	363
74	Radio and electronic components	364
75	Broadcast receiving and sound reproducing equipment	365
76	Electronic computers	366
77	Radio, radar and electronic capital goods	367
78	Electric appliances primarily for domestic use	368
79	Miscellaneous electrical goods	369
SHIPBUILDING AND MARINE ENGINEERING		
		ORDER X
80	Shipbuilding and marine engineering	370
VEHICLES		
		ORDER XI
81	Wheeled tractor manufacturing	380
82	Motor vehicle manufacturing	381
83	Motor cycle, tricycle and pedal cycle manufacturing	382
84	Aerospace equipment manufacturing and repairing	383
85	Locomotives and railway track equipment	384
86	Railway carriages, wagons and trams	385

Report Part No.		Standard Industrial Classification Reference
METAL GOODS NOT ELSEWHERE SPECIFIED		
		ORDER XII
87	Engineers' small tools and gauges	390
88	*Hand tools and implements	391
89	Cutlery, spoons, forks and plated tableware, etc	392
90	Bolts, nuts, screws, rivets, etc	393
91	Wire and wire manufactures	394
92	Cans and metal boxes	395
93	//Jewellery and precious metals	396
94	Metal furniture	399/1
95	Drop forgings, etc	399/5
96	Metal hollow-ware	399/6 and 7
97	Miscellaneous metal goods	399/2,3 and 4 and 399/8,9,10,11 and 12
TEXTILES		
		ORDER XIII
98	Production of man-made fibres	411
99	Spinning and doubling on the cotton and flax systems	412
100	Weaving of cotton, linen and man-made fibres	413
101	Woollen and worsted	414
102	Jute	415
103	Rope, twine and net	416
104	Hosiery and other knitted goods	417
105	*Lace	418
106	Carpets	419
107	Narrow fabrics	421
108	Made-up household textiles and handkerchiefs	422/1
109	*Canvas goods and sacks, etc	422/2
110	Textile finishing	423
111	Asbestos	429/1
112	*Miscellaneous textiles	429/2
LEATHER, LEATHER GOODS AND FUR		
		ORDER XIV
113	Leather (tanning and dressing) and fellmongery	431
114	*Leather goods	432
115	*Fur	433
CLOTHING AND FOOTWEAR		
		ORDER XV
116	Weatherproof outerwear	441
117	Men's and boys' tailored outerwear	442
118	Women's and girls' tailored outerwear	443
119	Overalls and men's shirts, underwear, etc	444
120	*Dresses, lingerie, infants' wear, etc	445
121	*Hats, caps and millinery	446
122	Corsets and miscellaneous dress industries	499/1,3 and 4
123	Gloves	449/2
124	Footwear	450
BRICKS, POTTERY, GLASS, CEMENT, ETC		
		ORDER XVI
125	Bricks, fireclay and refractory goods	461
126	Pottery	462
127	Glass	463
128	Cement	464
129	Abrasives	469/1
130	*Miscellaneous building materials and mineral products	469/2



I GENERAL OUTLINE

TIMBER, FURNITURE, ETC		ORDER XVII
131	*Timber	471
132	Furniture and upholstery	472
133	*Bedding and soft furnishings	473
134	*Shop and office fittings	474
135	*Wooden containers and baskets	475
136	*Miscellaneous wood and cork manufactures	479
PAPER, PRINTING AND PUBLISHING		ORDER XVIII
137	Paper and board	481
138	Cardboard boxes, cartons and fibre-board packing cases	482/1
139	Packaging products of paper and associated materials (other than board)	482/2
140	Manufactured stationery	483
141	Miscellaneous manufactures of paper and board	484
142	Printing, publishing of newspapers and periodicals	485, 486
143	*General printing, publishing, etc	489
OTHER MANUFACTURING INDUSTRIES		ORDER XIX
144	Rubber	491
145	Linoleum, plastics floor covering, leathercloth, etc	492
146	*Brushes and brooms	493
147	Toys, games, childrens' carriages and sports equipment	494
148	Miscellaneous stationers' goods	495
149	Plastics products	496
150	*Miscellaneous manufacturing industries	499
CONSTRUCTION		ORDER XX
151	*Construction	500
GAS, ELECTRICITY AND WATER		ORDER XXI
152	Gas	601
153	Electricity	602
154	Water supply	603
155	Index of products	
156	Summary tables: Industry analyses	
157	Summary tables: Area analyses	
158	Summary tables: Enterprise analyses	
159	Directory of Businesses: Mining and Quarrying; Construction; Gas, Electricity and Water	ORDERS II, XX and XXI
160	Directory of Businesses: Food, Drink and Tobacco	ORDER III
161	Directory of Businesses: Coal and Petroleum Products; Chemicals and Allied Industries	ORDERS IV and V
162	Directory of Businesses: Metal Manufacture	ORDER VI
163	Directory of Businesses: Mechanical Engineering	ORDER VII
164	Directory of Businesses: Instrument Engineering; Electrical Engineering	ORDERS VIII and IX
165	Directory of Businesses: Shipbuilding and Marine Engineering; Vehicles	ORDERS X and XI
166	Directory of Businesses: Metal Goods Not Elsewhere Specified	ORDER XII
167	Directory of Businesses: Textiles	ORDER XIII
168	Directory of Businesses: Leather, Leather Goods and Fur; Clothing and Footwear	ORDERS XIV and XV
169	Directory of Businesses: Bricks, Pottery, Glass, Cement, etc; Timber, Furniture, etc	ORDERS XVI and XVII
170	Directory of Businesses: Paper, Printing and Publishing	ORDER XVIII
171	Directory of Businesses: Other Manufacturing Industries	ORDER XIX

INTRODUCTION

1. For publication purposes the Report on the Census of Production for 1968 is split into 171 parts:

- Part 1 Description of the Census
- Parts 2-154 Industry Reports (listed in Section V)
- Part 155 Index of Products
- Parts 156-158 Summary Tables, containing industry, area and enterprise analyses
- Parts 159-171 Directory of Businesses

Preliminary estimates of some of the principal results of the 1968 Census were published in a series of articles in the Board of Trade Journal. The first article containing selected economic data for each industry identified in the census, together with comparable data for 1963, appeared on 31 December 1969, and a second article, on 28 January 1970, commented on some of the salient features of these results. A third article published on 29 April 1970 presented an analysis, by size of establishment, of the provisional estimates for 1968 of employment and net output in manufacturing industries, and a fourth article on 2 September 1970 presented area analyses of these estimates for groups of manufacturing industries corresponding to the Orders of the Standard Industrial Classification, Revised 1968. In these latter analyses comparisons were made with data obtained in the Census of Production for 1963.

2. Censuses of production for Great Britain are taken annually by the Department of Trade and Industry under the Statistics of Trade Act, 1947, the first census taken under the Act being for the year 1948. Censuses of production for Northern Ireland are taken annually by the Northern Ireland Government under the Statistics of Trade Act (Northern Ireland), 1949, the first census taken under the Act being for the year 1949. Information collected separately for Northern Ireland is included in the United Kingdom totals in this Report.

3. The Census of Production for 1968 was a detailed census in which questions were asked about sales of individual products and purchases of individual commodities. Detailed censuses were also taken for 1948, 1951, 1954, 1958 and 1963, (although those taken for 1951 and 1958 did not include questions relating to purchases of individual commodities). For the intervening

years the censuses were confined to the collection of information of a simple character and from 1952-1957 and 1960 onwards these intermediate censuses covered only a sample of firms. The census for 1959 was slightly different in that it covered all firms employing 25 or more; however only a limited range of questions was asked.

4. The subjects to be covered for the 1968 Census were decided after consultation with the Census of Production Advisory Committee, appointed under the Statistics of Trade Act. This committee included members from industry, the trade unions, the accountancy profession, universities and public service. A list of members is given in Part VI of this Report. In addition, other Government Departments and trade associations were consulted on the detailed purchases and sales headings in order to ensure that they were in line with trade practice and that the information collected would be useful and practicable for respondents to supply.

MAIN USES OF THE CENSUS

5. A detailed census of production, such as the 1968 Census, has been taken periodically to provide a reliable framework on which more up-to-date monthly and quarterly statistical inquiries can be based.

Important in this context are the index of industrial production and the index numbers of wholesale prices. The census is also one of the sources of basic statistical information used in compiling the official accounts of the national income and expenditure, and the Input/Output tables which throw light on the inter-dependence of industries.

6. Besides being used by Central Government, the census results are also used by the business community, local authorities and economic research workers. Where more detailed information is required than appears in the census report, special analyses can be undertaken within the limits of available resources, on payment of a fee to cover the cost of the work involved. However, such special analyses must always be subject to strict observance of the rules preventing the disclosure of information relating to individual undertakings as prescribed by the Statistics of Trade Act, 1947. These rules prevent the Department from supplying classified lists of industrial firms to outside inquirers without prior permission from the firms concerned. The questionnaire used for the 1968 Census provided for respondents, if they wished, to give permission for their names and addresses to be included in a classified list of the



respondents to the census. This information in the form of a Directory of Businesses will form part of the Report of the Census. (See para.37.)

7. The census provides a comprehensive picture of industrial activity in the field within its scope. The amount of effort required to produce the census results is such that the results appear some considerable time after the period to which they relate. To improve on this a new system of industrial statistics is being introduced. The Census of Production for 1968 will be the last of its type. In its place will be a series of industry-based quarterly inquiries in which will be collected details of sales of products, an annual inquiry which will collect data about employment, wages and salaries, capital expenditure and data such as total sales, total purchases, stocks etc. from which annual estimates of net output will be made available; and a periodic inquiry into detailed purchases by industry. Quarterly inquiries for many industries are already in operation and the first annual inquiry, relating to 1970, is now being conducted. A description of the new system of collecting industrial statistics will be found in the first issue of Statistical News, published in May 1968 by HMSO, in an article by J Stafford entitled 'The development of industrial statistics'.

#### CHANGES COMPARED WITH 1963

8. The main changes compared with 1963 result from the revision of the Standard Industrial Classification. The 1968 Census was taken within the framework of the Standard Industrial Classification, Revised 1968, and as a result there have been revisions to the definitions of individual industries (details of which are given in the individual parts of the Report relating to them) and a change in the definition of the establishment (see para.17). Details are now given for some industries (in particular in the chemical and engineering sectors) which have not been separately distinguished before; while for the production of prams, hand-trucks, etc. for which there was a separate report in 1963, details are now included in the main in the report on the toys, games, etc. industry. The number of separate industry reports has increased from 128 in the 1963 Census to 153 for the 1968 Census. Apart from the increase in the number of industries identified in the 1968 Census, the revision of the Standard Industrial Classification also led to changes in the scope of the census; details are given in para.15.

9. The rules used for classifying establishments to industries and to sub-divisions of industries were slightly changed in 1968. The most general change concerned the dropping of the rule by which in 1963, the classification of an establishment was only

changed if the pattern of its output had altered significantly between two consecutive censuses. This is described in paragraph 21. A number of changes which had a more limited application were also made, the most notable being the treatment given to parts of machines, principal products of the mechanical engineering group of industries. In 1963, parts produced in association with complete machinery or produced separately were not taken into account in classifying establishments unless they exceeded 80 per cent. of the total output of the return in which they were shown. In such cases the return was classified to the general (mechanical) engineering industry (MLH 349). For 1968 however, parts whether or not produced in association with complete machines were considered to be principal products of the industry to which the complete machine was appropriate, and establishments were classified accordingly.

10. Another change concerned the exemption from the requirement to complete a detailed return. In this census exemption applied to the establishment and not, as in previous censuses, to the firm. This meant that a firm with more than one establishment employing fewer than 25 persons at each, but with 25 or more persons employed in total, was exempted for 1968 from completing a detailed return (except in industries in which short forms were used - see para.25). In previous censuses such a firm would have been required to provide a combined detailed return covering all establishments (see para. 19).

11. The treatment of small establishments in the Census of Production for 1968 is described in para.25. In 1963 a similar procedure was adopted but in those industries in which a 'short form' was used only a sample of small establishments was approached; the remainder being required to provide simply a statement of the nature of work done and the average number of persons employed.

12. There were a number of differences in the information collected compared with 1963 and the most important of these are described in paras. 33-37.

13. For the purpose of this report the 1963 returns for larger establishments have been reclassified to bring them into line with the Standard Industrial Classification, Revised 1968 wherever possible, but because of the nature of the questions asked in the 1963 Census it was not always possible to do so and the correspondence therefore is not always exact. It was more difficult to reclassify the 1963 forms for small establishments because of the absence of sales data and in such cases the pattern of reclassification of returns from larger establishments was taken as a guide. Nevertheless the figures for 1963 in the reports

are fairly closely comparable with those for 1968, except for some industries where new activities have been included or where significant changes were made in the coverage of sales headings. All important changes in classification are described in the introduction to the relevant industry reports.

#### SCOPE OF THE CENSUS

14. The Census for 1968 covered all industries listed in Orders II-XXI of the Standard Industrial Classification, Revised 1968 i.e. industries engaged in manufacturing, mining and quarrying, construction, and gas, electricity and water supply. Private firms, nationalized undertakings and central and local government establishments were included.

15. As a result of the revision of the Standard Industrial Classification the following activities, which were out of scope of the 1963 Census, were included in the Census for 1968. The minimum list heading to which each is classified is shown in brackets.

Peat cutting and digging	(109/4)
Heat treatment of milk	(215/1)
Coffee blending, grinding and roasting	(229/2)
Tea blending	(229/2)
Jacquard card cutting and designing	(335)
Preparation of oven ready poultry at packing stations	(214/2)

Agricultural machinery repairing, boiler and motor car breaking; and the sorting and cleaning of woollen and worsted hair rags, which were in scope in the 1963 Census, were excluded for 1968.

16. Details of sales of establishments wholly or mainly engaged in textile converting were collected in an inquiry, supplementary to the Census of Production, and are included in supplementary tables and notes in the relevant industry reports. The main industry reports affected are weaving of cotton, linen, silk and man-made fibres (Part 101) in which sales of finished cloth are now reported, and made up household textiles and handkerchiefs (Part 109).

#### UNIT FOR WHICH RETURNS WERE MADE

17. The census was based on the establishment. In 1968 an establishment was defined as being the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation.

For the 1963 Census, the establishment comprised in most cases the premises under the same ownership or management at a particular address (e.g. a factory or a mine). The register of establishments used for the issue of the 1968 Census questionnaires tended to reflect the old definition and a number of respondents subsequently claimed that they could not make separate returns for each address under their control. In some instances the addresses were grouped to form a single establishment so that only one return was required. In other instances the individual addresses retained their identity as separate establishments pending further investigation and a combined return was accepted (see paras. 19 and 27). Establishments were asked, as in 1963, to exclude from all sections of their returns particulars relating to any department not engaged in production for which separate records were kept. The returns included merchandising and factoring, other ancillary activities such as bottling, packing and the manufacture of containers for packing an establishment's own products, whether or not these activities were carried on at the same address as the works, building and engineering maintenance, selling and transport, and the operation of canteens, where separate records were not kept of these activities.

18. Separate returns were required for separate departments of a single works in each of which 25 or more persons were employed, if they were engaged in different census industries and the required range of data could be provided separately for each department.

19. A single return was accepted covering two or more establishments in cases where the required data could not be supplied separately (see para.17), provided that they were in the same census industry and were all situated in one country; in England, or in Scotland, or in Wales; the number of operatives employed was required to be given for each establishment.

20. Particulars relating to head offices, which were mainly engaged in the administration of establishments within the scope of the census were included. Where more than one return was made the information in respect of the head office was apportioned among them.

#### INDUSTRIAL CLASSIFICATION

21. Establishments were classified to industries on the basis of major activity in conformity with the Standard Industrial Classification (Revised 1968). Each industry is basically defined in terms of its principal products (see para.99). An establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than did its sales of the



principal products of any other industry. The same considerations were given to reclassifying the 1963 data to the 1968 basis. In 1963 however, where the application of this rule would have resulted in a change of classification between 1958 and 1963, the establishment was reclassified only if the sales of principal products of the newly predominant industry were more than one-third greater than the sales of principal products of the previously predominant industry. This modification of the general rule, which was introduced for 1958 to avoid discontinuity which could result from marginal changes in sales between successive censuses, could not be applied in this census because of the revision to the Standard Industrial Classification. As a result it was decided to classify the 1968 returns according to their pattern of output in that year. 1963 returns were similarly treated and there may be some instances in which the classification of an establishment has changed between the two years because of a very marginal change in the pattern of output.

22. The principal of classification by major output was also normally followed in compiling the analysis by sub-divisions of an industry.

23. In certain instances classification to industry and to sub-divisions of an industry was dealt with in a different way. For example an establishment was classified to the construction industry provided that more than 50 per cent. of its output is construction; otherwise, it was classified to the mining and quarrying or manufacturing sectors as appropriate. Industry classification within the sector was then undertaken on the basis of output. A further example of non-standard classification is illustrated in the classification of returns among the sub-divisions in the iron and steel (general) industry, in which classification was dependent upon whether or not steel is produced by melting. Details of any non-standard treatment are given in the introductions to the relevant industry reports.

24. The industrial classification of a small establishment (see para.109) was based on the respondent's description of the business except in the case of returns made on short forms (see para.25) which were classified on the basis of the sales returned.

#### TREATMENT OF SMALL ESTABLISHMENTS

25. In all industries except construction (other than public authorities), information was sought from every small establishment (see para.110). Most small establishments were asked to give only a statement of the nature of the work done and the average number of persons employed but in those industries where small establishments account for a relatively large proportion of employment and output, all small estab-

lishments below the exemption limit were asked to complete a simplified version of the full census form (referred to as a short form). In the private sector of construction, only a 1-in-12 sample of small establishments was approached and these were required to complete a short form; comprehensive data collected by the Ministry of Public Building and Works (now the Department of the Environment) was used to provide estimates for the industry as a whole. The industries in which short forms were issued are indicated in Section V.

#### ESTIMATION OF FIGURES

26. The use of the establishment as the reporting unit means that the figures for sales do not always represent the value of goods coming on to the market. Where separate returns were made for more than one establishment belonging to the same firm, the firm was asked to estimate the value of any goods transferred from one of its establishments to another, valuing them so far as possible as if they had been sold to an independent purchaser.

27. Acceptance of combined returns involved estimation by the Business Statistics Office for detailed geographical analyses or for analyses by size of establishment. The information on a combined return was apportioned by the Business Statistics Office to the individual establishments in proportion to the number of operatives at each establishment, details of which were provided on the return.

28. Estimates were also made in the Business Statistics Office in respect of small establishments and unsatisfactory returns in order to obtain totals for industries as a whole; the method of estimating is described in para.58.

29. In addition to these particular instances of estimation, establishments were asked to give reasonable estimates in all cases where exact figures were not readily available.

#### AREA COVERED

30. The figures in the industry reports generally relate to the United Kingdom of Great Britain and Northern Ireland. The Isle of Man and the Channel Islands were not covered.

#### PERIOD COVERED

31. Firms were asked to make returns in respect of the calendar year 1968 but a return for a business year ending on any date from 6 April 1968 to 5 April 1969 was accepted. An analysis of the number of returns and employment by year of return is shown in Table 13 in each industry report. Returns covering less than 12 months were accepted in those cases where businesses had

started or ceased during the year.

#### SUBJECTS ON WHICH INFORMATION WAS OBTAINED

32. Information was collected on the following subjects:

- i. Working proprietors
- ii. Employment
- iii. Wages and salaries
- iv. Stocks
- v. Capital expenditure
- vi. Work given out
- vii. Payments for repairs and maintenance
- viii. Transport payments
- ix. Costs of operating road goods vehicles
- x. Rates
- xi. Hire of plant and machinery
- xii. Postage, telephones, telegrams, cables and telex
- xiii. Purchases of materials, fuel and electricity
- xiv. Sales and work done

33. Questions were not asked about employers' contributions to national insurance, private pension schemes, etc. This information was collected by the Department of Employment in its survey of employers' labour costs in 1968 and is incorporated with census data in Table 5 of Part 156.

34. In industries producing capital goods the 'stocks' section of the form was extended to include detail of progress payments received by manufacturers. The census definition of work in progress has always been on a gross basis reflecting the total value of items held as work in progress, no deduction being made for amounts received by way of progress payments: this is necessary for estimating net output during the census year. The data for fixed capital expenditure, however, includes progress payments charged to the capital account of the purchaser. In combining the figures of fixed capital expenditure during the period and changes in work in progress over the period in order to arrive at an estimate of gross domestic expenditure there is, therefore, an element of duplication. Adjustments to remove this duplication are made in the case of shipbuilding and construction but not for other industries. The additional information collected in this census provides a measure of the significance of this duplication. Details of progress payments are included in the footnotes to Table 4 in the appropriate industry reports.

35. As in 1963 larger establishments were

asked to provide details of purchases of materials for use in production, packaging materials, and of fuel and electricity. This information about purchases will be used, inter alia, to provide 'weights' for indices of wholesale prices which are net of purchases by establishments within an industry from each other. The information will also be used to prepare input/output tables. Separate figures were collected of purchases of goods for merchandising or factoring and of purchases of canteen supplies.

36. Establishments, in all industries except construction and water, were asked to state the amount of their total sales and work done (excluding canteen takings) sold direct to the public. Figures of the amounts recorded are included in the footnotes to Table 4 of the individual industry reports.

37. Also, for the first time in 1968, respondents were asked to state whether or not they were willing to have their names and addresses published in a list of contributors to the sales of the major products of each census industry. The large majority of respondents have agreed and as a result the Report on the Census of Production for 1968 contains a Directory of Businesses. The Directory is published in 13 volumes (parts 159-171 of this Report), each one relating to a group of industries within scope of the census. For each industry there is a list of names and addresses of those establishments classified to the industry, which agreed to publication of this information. There is also a list of those establishments classified to other industries but which contribute to the sales of the particular industry in question. For each industry there is an indication of the coverage of the list showing the importance of establishments on the list relative to the industry as a whole. Although the Directory does not provide a detailed listing of manufacturers by individual commodity headings, it helps towards meeting the numerous requests received by the Business Statistics Office for classified lists of businesses.

38. Additional information about payments for certain services was obtained from a sample of enterprises in a supplementary inquiry into business expenses and receipts. This was in respect of payments for advertising, market research, professional services, royalties, etc. and commercial insurance premiums. Receipts from royalties, etc. were also collected in the supplementary inquiry. Similar data (except for that relating to professional services) were collected in 1963. The information is incorporated with census data in Summary tables 4 and 5 in Part 156.



39. For the 1968 Census the questions on sales were curtailed in a number of industries for which detailed monthly or quarterly statistics are available. For these industries a summary of the short period statistics has been included in a supplementary table in the industry report.

#### FORM OF THE INDUSTRY REPORTS

40. A separate Part of the census report is published in respect of each industry. Each individual industry report is prefaced by a brief description of the products of the industry. Where necessary, an account is given of any non-standard features and of any changes which affect comparability between 1963 and 1968. The tables are presented so far as possible in a standard form (described in Section III) but with some variation for particular industries. Each Part includes notes which give the main information needed for interpreting the census figures and also a list of all Parts forming the complete census report.

#### DISCLOSURE OF INFORMATION

41. The tables in the reports have been prepared so as to conform with the provisions of the Statistics of Trade Act, 1947, which

prohibit disclosure of the affairs of an individual undertaking. To avoid disclosing information about individual enterprises it has in some cases not been possible to publish information in the full detail in which it was collected. In particular, figures for sales of particular items have sometimes been grouped together for this reason.

#### SYMBOLS USED

42. The following symbols are used throughout the report:

.. not available

- nil or negligible (less than half the final digit shown)

\* figures cannot be shown owing to the risk of disclosing information about individual enterprises.

#### ROUNDING OF FIGURES

43. The figures in the tables have, where necessary, been rounded to the nearest final digit. There may, therefore, be discrepancies between the sums of the constituent items and the totals shown.

## II. METHODS USED IN TAKING THE CENSUS

### COLLECTING THE CENSUS DATA

49. The census was conducted as a postal inquiry, no field staff being employed.

50. Some 52,000 forms, requiring simply a statement of the nature of the business, the number of working proprietors and the average number of persons employed during the 12 months ended 30 September 1968 were sent on the 1 October 1968 to establishments believed to employ fewer than 25 persons. These forms were not sent, however, to small establishments in certain industries selected to complete short forms (see paragraph 25) nor to any small establishment in the bread and flour confectionery, gloves, and construction industries. Establishments that employed fewer than 25 persons and completed the forms satisfactorily were not required to make any further returns in connection with the 1968 census.

51. At the beginning of 1969 census forms were issued in respect of 58,000 larger establishments and also to 24,000 establishments whose size was not known (i.e. new additions to the census register and establishments which had not replied to the approach made to small establishments in October 1968). Simplified versions of the form (short forms) were issued at the same time to 7,000 selected small establishments in the construction industry and to 25,000 small establishments in certain mining and manufacturing industries.

52. A period of 3 months was allowed for the completion and return of the forms. Reminder letters were sent in the middle of May 1969 to all non-responding establishments. In mid-July second reminders were issued and final application was made during August/September 1969 to about 45,000 establishments whose returns were still outstanding. In addition to the issue of reminder letters, telephone follow-up among non-responding establishments was undertaken on a continuing basis right up to the preparation of the individual industry reports.

### PROCESSING THE CENSUS DATA

53. All of the processing stages were dealt with on a LEO III computer. As returns were received at the Business Statistics Office they were subjected to a clerical scrutiny to ensure that figures were sufficiently clear and complete to enable perforation of paper tape to proceed. Thereafter all data was transferred to magnetic tape. Once the data had been taken on it was passed through a series of computer processes including a further, more detailed, scrutiny to check for a complete and balanced return, data coding, classification to industry and sub-divisions

44. Information about the coal mining, petroleum and natural gas, mineral oil refining, gas and electricity industries was collected on behalf of the Business Statistics Office by the Ministry of Power (now the Department of Trade and Industry). For the coal, gas and electricity industries total summarised information only was supplied to the Business Statistics Office but for petroleum and natural gas and mineral oil refining, figures relating to individual returns were obtained and these were subjected to the normal processing arrangements for returns collected by the Business Statistics Office.

### PLANNING AND PREPARATORY WORK

45. An advisory committee was appointed in December 1965 and meetings were held during 1967. The taking of the census was announced in the press at the beginning of December 1967 and in 1968 advance notice was given to firms who were to be asked to complete detailed forms by the issue to them of specimen copies of the census forms and explanatory notes, together with a description of the main purpose of the census.

46. Preparations for the census which continued through 1969, included the allocation of codes and preparation of computer programs for the processing of returns.

### THE CENSUS FORMS

47. The Business Statistics Office was responsible for the collection of information covering 149 industries and used 88 different form types, allied industries being covered where appropriate by one form. In addition short forms were issued to small establishments classified to 22 selected industries (see paragraph 25).

### REGISTER OF ESTABLISHMENTS

48. The information used in compiling the register for the census came from a number of sources. The register used for the 1963 census was amended to take account of additions to and deletions from the registers held by the Registrars of Companies; many changes were notified by the Department of Employment Factory Inspectors; and information supplied by individual firms included in sample censuses for 1964, 1965, 1966 and 1967 were used to amend the register. The register was recorded on magnetic tape and included a series of reference numbers and codes indicating, among other things, the type of form to be despatched and the size of the establishment, where known. The reference number incorporated a system for linking establishments to the enterprise to which they belonged.



of industries, examination for credibility and the compilation of report tables. Brief notes of the different stages are given in the following paragraphs.

#### DATA CODING

54. After the returns had been accepted by the computer, all entries for commodities were identified by a previously prepared unique code. For the most part the coding of the entries was effected by a translation process on the computer, which converted heading numbers to their appropriate codes. However, in the cases of a relatively small number of entries, notably those which had been 'written in' to the output section of the form by the respondents, the allocation of unique codes was made manually. The coding of other items, e.g. for size and industrial classification, was performed on the computer at a later stage.

#### CLASSIFICATION

55. Once the unique code had been allocated to individual sales entries, returns were classified to industries and sub-divisions of industries in accordance with the method of classification outlined in paragraphs 21 and 22. Arrangements were made for the computer to print out details of all doubtful cases, to allow further verification to be undertaken.

#### EXAMINATION

56. The purpose of the examination was to prevent seriously incorrect information from entering the subsequent compilation processes: further checks were also made at the report compilation stage as an added precaution. The main examination, however, was carried out in four stages. In the first the information on individual returns was subjected to a series of credibility checks. At the second stage ratio checks within industry against pre-set limits based on good returns received were applied to selected items on the returns. At the third stage the quantity data on the returns was checked for credibility by calculating the unit value of each entry and comparing all the unit values for a particular item. Any unit value falling outside a specified range was printed out by the computer for further clerical investigation. The fourth and final stage was to compile drafts of some of the tables which would appear in the industry reports. This enabled the data to be examined in aggregate rather than on an individual return basis and it proved very useful in identifying areas where the data looked suspect.

#### COMPILATION OF REPORTS

57. Having completed the examination of returns and amended the data file as necessary, the aggregated figures required

for the report tables were compiled on the computer which reported out all cases in which there was a risk of disclosure of information relating to individual enterprises.

58. Except for industries in which short forms were used, the estimates for the industry as a whole (i.e. including estimates for small establishments and unsatisfactory returns) were normally obtained by scaling up the data received on satisfactory returns from larger establishments by the reciprocal of the ratio of the employment recorded on these returns to estimated total employment of the industry. For an industry, except the construction industry, in which short forms were completed, the figures returned were grossed up on the basis of employment, separate estimates being made for establishments employing fewer than 25 persons and for establishments employing 25 or more persons. For construction (other than public authorities), the figures obtained from a 1 in 12 sample of small establishments were grossed up by using the estimate of total employment in the industry provided by the Department of the Environment.

#### RECLASSIFICATION OF 1963 DATA

59. Because of the revision to the Standard Industrial Classification between 1963 and 1968 the data published in the Report on the Census of Production for 1963 are not comparable with that for 1968 and could not be used directly in this Report. It was first necessary to reprocess the data according to the Standard Industrial Classification, Revised 1968. The 1968 sales codes were allocated to the 1963 headings: in some cases incompatibility of the headings used in the two censuses made some estimation necessary. The recorded 1963 sales data were then passed through computer programs which classified returns to 1968 census industries. After this was completed the computer was programmed to produce the data in the form required for the 1968 industry reports. Information about purchases could not be produced so mechanically as the sales data because of the way in which the 1963 data was held on the computer. Having reclassified returns, an extensive clerical exercise was necessary to convert the purchase information into a form suitable for the 1968 headings. For most small establishments there was not sufficient information available to enable the returns to be reclassified as rigorously as described above. Instead it was assumed that the pattern of movement of small establishments between industries as a result of the revision of the Standard Industrial Classification was the same as that for larger establishments. Where the movement in larger establishments was not significant no adjustment was made to small establishments' data; also

in certain cases it was known that the small and larger establishments would behave differently and in these instances the general rule was not followed. As far as can be assessed the reclassified data for 1963 are

reasonably comparable with that for 1968, except that no figures are available of activities in 1963 which were then out of scope of the census but which were subsequently brought into scope for the 1968 census (see paragraph 15).



## III. NOTES ON THE TABLES

60. The following paragraphs contain a brief description of the standard tables in the industry reports. The numbering of these tables is the same in all the industry reports, an indication being given in each individual report of any tables not applicable to that particular industry. The tables relate to the United Kingdom except where otherwise stated. Tables 1-3 relate to the industry as a whole and include estimates for small establishments and unsatisfactory returns; Tables 4-13 are based on returns received only.

TABLE 1: INDUSTRY SUMMARY 1963 AND 1968: UNITED KINGDOM

61. This table contains the principal aggregates for the industry as a whole, including estimated figures for small establishments which were not required to complete detailed returns and for unsatisfactory returns. For those industries in which short forms were issued the principal aggregates for all establishments and small establishments are given. Comparisons are made between 1963 and 1968.

TABLE 2: ANALYSIS BY SIZE OF ESTABLISHMENT WITHIN THE INDUSTRY 1968: UNITED KINGDOM: (i) OUTPUT AND EMPLOYMENT (ii) EMPLOYMENT, WAGES AND SALARIES

62. Some of the principal results for 1968 are analysed according to the size of the establishment. The smaller size cells, with employment 1-5, 6-10 and 11-24 contain small establishments of larger firms as well as returns made by small establishments. The aggregates include estimates for small establishments and unsatisfactory returns.

TABLE 3: PERCENTAGE ANALYSIS OF EMPLOYEES, BY AGE AND SEX 1969: UNITED KINGDOM

63. This table gives a percentage analysis of the employment in the industry at June 1969 according to age (under 18 and 18 and over) and sex, based on Department of Employment statistics. June 1969 was the earliest date for which this information was available on the basis of the Standard Industrial Classification, Revised 1968.

TABLE 4: ANALYSIS OF LARGER ESTABLISHMENTS, 1963 AND 1968: UNITED KINGDOM

64. This table gives the principal aggregates of data returned by larger establishments classified to the industry. For most industries aggregates are also given for sub-divisions of the industry. The sub-division analysis shows the extent to which these larger establishments specialised in the production of certain groups of products, the degree of specialisation being indicated by the relationship between the value of characteristic products sold and the total value of goods produced and work done. The method of classifying establishment to sub-division follows the general rules for classifying to industries. Where these are non-standard they are set out in the introduction to the industry report. Comparisons are made between 1963 and 1968.

65. For industries which have no sub-divisions an alternative version of the table gives a summary of the principal results for larger establishments. Comparisons are made between 1963 and 1968.

TABLE 5: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER ESTABLISHMENTS, INCLUDING SALES BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1963 AND 1968: UNITED KINGDOM

66. This table shows the total sales for larger establishments, by value, and in most cases by quantity, of the principal products of the industry. It includes, therefore, the sales of those products returned by establishments classified to other industries. Comparisons are made between 1963 and 1968.

67. An additional table, containing estimates, in some cases for 1968 only, of sales of principal products of the industry by all establishments and by small establishments, is given for those industries in which short forms were issued (see para 25).

TABLE 6: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1963 AND 1968: UNITED KINGDOM

68. This table shows separately the amounts included in Table 5 which were returned by establishments classified to other industries. Comparisons are made between 1963 and 1968.

TABLE 7: SALES OF OTHER THAN PRINCIPAL PRODUCTS BY LARGER ESTABLISHMENTS IN THE INDUSTRY, 1963 AND 1968: UNITED KINGDOM

69. This table shows the sales by larger establishments in the industry of products other than principal products of the industry. Comparisons are made between 1963 and 1968.

TABLE 8: PRODUCTION OF CERTAIN PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER ESTABLISHMENTS FOR 1963 AND 1968: UNITED KINGDOM

70. This table shows the total quantities of certain products made by larger establishments on their own account (whether for sale or for further processing by the same establishment) or made for other establishments from materials supplied by them. Separate figures are given, where appropriate, for the quantities made in the industry covered in the report and those made in all industries. Comparisons are made between 1963 and 1968 where comparable 1963 figures are available.

TABLE 9: PURCHASES BY LARGER ESTABLISHMENTS OF SELECTED PRINCIPAL PRODUCTS OF THE INDUSTRY 1968: UNITED KINGDOM

71. This table shows the quantities and values of selected principal products of the industry purchased by larger firms in other industries, with separate figures for the main purchasing industries.

TABLE 10: PURCHASES BY LARGER ESTABLISHMENTS OF THE INDUSTRY, 1963 AND 1968: UNITED KINGDOM

72. This table shows the cost and where applicable, the quantity of materials, fuel and electricity purchased by larger establishments in the industry, with separate figures for the main classes recorded. Comparisons are made between 1963 and 1968.

TABLE 11: TRANSPORT COSTS AND EMPLOYMENT OF LARGER ESTABLISHMENTS, 1963 AND 1968: UNITED KINGDOM

73. This table shows the main items of transport costs incurred by larger establishments

and the total average number of persons employed on firms' own transport. It excludes particulars of persons employed on an establishment's own transport where the establishment was able to exclude information in respect of that organisation from the return. In such cases, the establishment's transport costs are included in the amount shown for payments made to other organisations for transport. Comparisons are made between 1963 and 1968.

TABLE 12: PAYMENTS FOR CERTAIN SERVICES, ETC. BY LARGER ESTABLISHMENTS, 1963 AND 1968: UNITED KINGDOM

74. This table gives aggregates of some of the additional data collected in 1968 from larger establishments including payments for repairs and maintenance; for rates; for the hire of plant and machinery; and for postage, telephones, telex, etc. Comparisons are made between 1963 and 1968.

TABLE 13: PERCENTAGE ANALYSIS OF TWELVE MONTH PERIODS COVERED BY RETURNS FROM LARGER ESTABLISHMENTS, 1968: UNITED KINGDOM

75. This table shows the percentage of the total employment of large establishments accounted for by returns falling within each specified twelve month period, as determined by the end month of a period for which the return was made.

## IV. EXPLANATION OF TERMS USED

76. The notes and definitions given in this section are mainly based on the general instructions given to respondents as to the way in which returns were to be completed. In many industries it was found necessary to amend or supplement the general instructions in order to fit the special circumstances of the particular industry. Where these supplementary instructions affect the basis of the figures returned, a note of explanation is included in the report of the industry concerned.



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## AVERAGE NUMBER EMPLOYED

77. Establishments were required to state the number of persons on the payroll (i.e. whose national insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees (see para. 80) and (b) operatives (see para. 81). Averages could be calculated from figures relating to the last week of each calendar month. Establishments were also required to state the number of working proprietors (see para. 79) where appropriate and these are included in total employment figures. Outworkers (i.e. persons, employed by establishments, who worked in their own homes, etc. on materials supplied by the establishment) are excluded.

78. The figures include persons engaged on merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return (see para. 17).

## WORKING PROPRIETORS

79. These include all persons regarded as 'self employed' for national insurance purposes and members of their families who worked in the business without receiving a fixed wage or salary; but such persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading; directors paid by fee only are not included.

## EMPLOYEES

80. Administrative, technical and clerical employees include managing and other directors in receipt of a definite wage, salary or commission, managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and

office (including works office) employees.

81. Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

## CAPITAL EXPENDITURE

## i. New building work

82. This represents the cost incurred during the year of new building and other new constructional work (including office buildings, canteens and the like used in connection with the business covered by the return, but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the value of works of a capital nature carried out by the establishment's own staff, and the cost of any newly constructed buildings purchased. Figures shown include any legal charges, stamp duties, agents' commissions, etc.

## ii. Land and existing buildings

83. The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leasehold acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

## iii. Plant, machinery and vehicles

84. The items shown are the value of plant and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc., which firms produced for their own use in connection with the business covered by the return. The value of plant, etc. acquired is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortization or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

85. Capital expenditure during the year in respect of manufacturing establishments where production had not started before the end of the year is excluded from the figures for both 1963 and 1968.

## CHARACTERISTIC PRODUCTS

86. The characteristic products of a sub-division are those in terms of which the sub-division is defined. They are products commonly associated in production and are usually similar in nature or manner of production. The characteristic products of each sub-division are indicated in Table 5 of the industry reports. For those industries for which an analysis by sub-division has been made, Table 4 shows the total sales of such characteristic products for each sub-division. The totals include, besides the products which define the sub-division, other items of output assumed to be closely related to them, e.g. waste products and work done. (See also para. 114.)

## COMBINED RETURN

87. A combined return is one which covers two or more establishments in the same census industry and in the same country (England, Scotland or Wales); the number of operatives employed in each of the establishments covered by the return was required to be given.

## ENTERPRISE

88. The term enterprise is used in this report to mean one or more establishment under common ownership or control. An enterprise normally consists of a single establishment, more than one establishment owned by the same firm, or a number of establishments owned by a parent company and its subsidiary companies. Information about the relationship between constituent companies of enterprises was obtained mainly from published sources, such as the Stock Exchange Year Book, supplemented by information from company reports and information supplied by establishments. The information available is not complete, but covers the largest and most important groups of industrial establishments, and is believed sufficient to provide a worthwhile basis for analysis.

## ENTRIES

89. The number of entries shown in Tables 5, 6 and 8 against a particular heading is the number of returns on which figures were recorded for that item.

## ESTABLISHMENT

90. For the 1968 Census, an establishment is defined in accordance with the Standard Industrial Classification, Revised 1968, as being the smallest unit which can

provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation. It differs from the concept used in the 1963 Census of Production (see para. 17).

## GROSS OUTPUT

91. The gross output of an industry is the aggregate value of goods made and other work done during the year by the establishments classified to the industry. It is derived by subtracting from the value of sales and work done the value of stocks of goods on hand for sale and work in progress at the beginning of the year, and adding the value at the end of the year.

## LARGER ESTABLISHMENTS

92. These are establishments in which 25 or more persons were employed on the average during the year.

## NET OUTPUT

93. The net output of an industry represents the value added to materials by the process of production. It includes the gross margin on any merchantable or factored goods sold; it constitutes the fund from which wages, salaries, hire of plant and machinery, payments for repairs and maintenance, cost of operating the road goods vehicles, rents, rates and taxes, advertising and other selling expenses and all other similar charges have to be met, as well as depreciation and profits. There is no appreciable duplication involved in adding together the net output of a number of establishments.

94. Net output has been obtained by deducting from the gross output (see para. 90) the cost of purchases adjusted for stock changes, payments for work given out to other establishments, and payments for transport.

95. Normally any customs or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable, where of substantial importance to the industry, were required to be stated separately, and these items were taken into account when calculating net output.

96. The net output for small establishments in industries in which short forms were issued has been calculated on the same basis as for larger establishments.

## NET OUTPUT PER PERSON EMPLOYED

97. The figures of net output per person employed are derived by dividing the net output by the average number of persons



employed (full-time and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

#### OPERATIVES

98. See para. 81.

#### PRINCIPAL PRODUCTS

99. The principal products of an industry are those in terms of which the industry is defined. They are products commonly associated in production, and are usually similar in nature or manner of production.

#### PRODUCTION

100. This means the total quantity of a product made during the year, whether sold in the year, added to stock, transferred to another department of the same establishment, or used in the manufacture of other products within the business covered by the return. It includes goods produced for customers from materials supplied by them.

#### PURCHASES

101. Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to establishment's own buildings, plants and vehicles when carried out by their own work people included in the returns; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general, purchases of goods for merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded, as are all purchases charged to capital account.

102. The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including an establishment's own separate transport organisations, for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivery cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the establishment not covered by the same return are included at the estimated selling value recorded by the other department (see para. 105).

#### SALES

103. Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other establishments from materials given out to them (sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the establishment's asset accounts. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included as in 1963 (but see para. 17).

104. The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, excluding any trade discounts, agents' commissions, allowance for returnable cases, purchase tax, etc; the net amount charged for packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

105. Goods produced in one establishment and transferred to another establishment of the same firm not covered by the return were treated as sales by the producing establishment and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis.

106. To the extent that sales of finished products of one establishment constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication. In some industries e.g. motor vehicle manufacturing, and woollen and worsted, this duplication is substantial; and aggregates of the figures for a number of industries contain significantly greater amounts of duplication.

107. For work done on commission, sub-contract work etc., the value shown is the total amount charged for the work, including the value of any materials bought and used in such work.

#### SERVICES RENDERED

108. This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other services rendered to other organisations. It includes amounts credited for similar services rendered to other establishments of the same enterprise not covered by the return.

#### SHORT FORM

109. This term is used to mean the simplified version of the full census forms sent

to small establishments in industries where small establishments account for a relatively high proportion of total employment. The industries concerned are indicated in the list of industry reports in Section V (see also para. 25).

#### SMALL ESTABLISHMENTS

110. These are establishments in which fewer than 25 persons were employed on the average during the year.

#### STANDARD INDUSTRIAL CLASSIFICATION

111. Industry classification is based on the Standard Industrial Classification, Revised 1968. It is published by HM Stationery Office together with a separate index in the form of an alphabetical list of industries. In each industry report there is a reference to the headings of the Standard Industrial Classification covered (shown also in a list of industry reports on Section V).

#### STOCKS AND WORK IN PROGRESS

112. Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of the year of return, including any stocks of goods held for merchanting or factoring. The values include duty in the case of dutiable goods held out of bond.

113. The value of work in progress at the beginning and end of the year is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received. Separate detail is, however, given for progress payments received by manufacturers in industries producing capital items. (See para. 34.)

#### SUB-DIVISIONS OF THE INDUSTRY

114. Where sub-divisions of an industry are shown, they represent sections of the industry concerned with particular groups of products. The establishments classified to a particular sub-division are normally those whose major output consisted of the characteristic products of the sub-division; when other methods of classification were used they are described in the report on the industry. (See also para. 86.)

#### TRANSPORT PAYMENTS

115. These represent the total amount paid or credited during the year for both outwards transport of finished goods sold and inwards transport of materials and fuel purchased. They include payment to other establishments, and to any separate transport organisation of the same establishment, not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are payments for hired cartage and for inwards and outwards carriage by all forms of inland transport, i.e. railways, road haulage, canals, coast-wise shipping, air, etc. Payments made for sea and air freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

#### WAGES AND SALARIES

116. These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc. and employers contributions to national insurance and pension schemes is excluded.

#### WORK DONE

117. See para. 107.

#### WORK GIVEN OUT

118. The figures shown represent the total amount paid for work done by other establishments (whether part of the same enterprise or not) on materials supplied to them. They do not include payments to individual outworkers or payments for business and other services.

#### WORKING PROPRIETORS

119. See para. 79.



## V LIST OF INDUSTRY REPORTS, ETC.

The symbol \* indicates a report which includes additional tables containing particulars for small firms. In the report marked # the additional analysis for small establishments relates to a part of the industry only.

Report Part No	Description of the Census	Standard Industrial Classification Reference
1	Description of the Census	
MINING AND QUARRYING		
2	Coal mining	101
3	*Stone and slate quarrying and mining	102
4	*Chalk, clay, sand and gravel extraction	103
5	Metalliferous mining and quarrying	109/1 and 2
6	Petroleum and natural gas, salt and miscellaneous non-metalliferous mining and quarrying	104, 109/3 and 4
FOOD, DRINK AND TOBACCO		
7	Grain milling	211
8	Bread and flour confectionery	212
9	Biscuits	213
10	Bacon curing, meat and fish products	214
11	Milk and milk products	215
12	Sugar	216
13	Cocoa, chocolate and sugar confectionery	217
14	Fruit and vegetable products	218
15	Animal and poultry foods	219
16	Vegetable and animal oils and fats	221
17	Margarine	229/1
18	Starch and miscellaneous foods	229/2
19	Brewing and malting	231
20	*Soft drinks	232
21	Spirit distilling and compounding	239/1
22	British wines, cider and perry	239/2
23	Tobacco	240
COAL AND PETROLEUM PRODUCTS		
24	Coke ovens and manufactured fuel	261
25	Mineral oil refining	262
26	Lubricating oils and greases	263
CHEMICALS AND ALLIED INDUSTRIES		
27	General chemicals (inorganic)	271/1
28	General chemicals (organic)	271/2
29	General chemicals (other than inorganic and organic)	271/3
30	Pharmaceutical chemicals and preparations	272
31	Toilet preparations	273
32	Paint	274
33	Soap and detergents	275
34	Synthetic resins and plastics materials and synthetic rubber	276
35	Dyestuffs and pigments	277
36	Fertilizers	278
37	Polishes	279/1
38	Formulated adhesives, gelatine, etc	279/2
39	Explosives, fireworks and matches	279/3
40	Formulated pesticides and disinfectants	279/4
41	Printing ink	279/5
42	Surgical bandages, etc	279/6
43	Photographic chemical materials	279/7

Report Part No	Description of the Census	Standard Industrial Classification Reference
METAL MANUFACTURE		
44	✓ Iron and steel (general)	311
45	Steel tubes	312
46	Iron castings, etc	313
47	Aluminium and aluminium alloys	321
48	Copper, brass and other copper alloys	322
49	Miscellaneous base metals	323
MECHANICAL ENGINEERING		
50	Agricultural machinery (except tractors)	331
51	Metal-working machine tools	332
52	✗ Pumps, valves and compressors	333
53	Industrial engines	334
54	Textile machinery and accessories	335
55	Construction and earth moving equipment	336
56	Mechanical handling equipment	337
57	Office machinery	338
58	Mining machinery	339/1
59	Printing, bookbinding and paper goods making machinery	339/2
60	Refrigerating machinery (except domestic type refrigerators)	339/3
61	Space heating, ventilating and air-conditioning equipment	339/4
62	Food and drink processing machinery	339/7
63	Miscellaneous (non-electrical) machinery	339/5, 6, 8 and 9
64	Industrial (including process) plant and steelwork	341
65	Ordnance and small arms	342
66	General mechanical engineering	349
INSTRUMENT ENGINEERING		
67	Photographic and document copying equipment	351
68	Watches and clocks	352
69	Surgical instruments and appliances	353
70	Scientific and industrial instruments and systems	354
ELECTRICAL ENGINEERING		
71	Electrical machinery	361
72	Insulated wires and cables	362
73	Telegraph and telephone apparatus and equipment	363
74	Radio and electronic components	364
75	Broadcast receiving and sound reproducing equipment	365
76	Electronic computers	366
77	Radio, radar and electronic capital goods	367
78	Electric appliances primarily for domestic use	368
79	Miscellaneous electrical goods	369
SHIPBUILDING AND MARINE ENGINEERING		
80	Shipbuilding and marine engineering	370
VEHICLES		
81	Wheeled tractor manufacturing	380
82	Motor vehicle manufacturing	381
83	Motor cycle, tricycle and pedal cycle manufacturing	382
84	Aerospace equipment manufacturing and repairing	383
85	Locomotives and railway track equipment	384
86	Railway carriages, wagons and trams	385



Report Part No		Standard Industrial Classification Reference
	METAL GOODS NOT ELSEWHERE SPECIFIED	XII
87	× Engineers' small tools and gauges	390
88	*Hand tools and implements	391
89	Cutlery, spoons, forks and plated tableware, etc	392
90	Bolts, nuts, screws, rivets, etc	393
91	Wire and wire manufactures	394
92	Cans and metal boxes	395
93	# Jewellery and precious metals	396
94	Metal furniture	399/1
95	Drop forgings, etc	399/5
96	Metal hollow-ware	399/6 and 7
97	Miscellaneous metal goods	399/2,3 and 4 and 399/8,9, 10,11 and 12
	TEXTILES	XIII
98	Production of man-made fibres	411
99	Spinning and doubling on the cotton and flax systems	412
100	Weaving of cotton, linen and man-made fibres	413
101	Woollen and worsted	414
102	Jute	415
103	Rope, twine and net	416
104	Hosiery and other knitted goods	417
105	*Lace	418
106	Carpets	419
107	Narrow fabrics	421
108	Made-up household textiles and handkerchiefs	422/1
109	*Canvas goods and sacks, etc	422/2
110	Textile finishing	423
111	Asbestos	429/1
112	*Miscellaneous textiles	429/2
	LEATHER, LEATHER GOODS AND FUR	XIV
113	Leather (tanning and dressing) and fellmongery	431
114	*Leather goods	432
115	*Fur	433
	CLOTHING AND FOOTWEAR	XV
116	Weatherproof outerwear	441
117	Men's and boys' tailored outerwear	442
118	Women's and girls' tailored outerwear	443
119	Overalls and men's shirts, underwear, etc	444
120	*Dresses, lingerie, infants' wear, etc	445
121	*Hats, caps and millinery	446
122	Corsets and miscellaneous dress industries	449/1,3 and 4
123	Gloves	449/2
124	Footwear	450
	BRICKS, POTTERY, GLASS, CEMENT, ETC	XVI
125	Bricks, fireclay and refractory goods	461
126	Pottery	462
127	✓ Glass	463
128	✓ Cement	464
129	Abrasives	469/1
130	*Miscellaneous building materials and mineral products	469/2

Report Part No		Standard Industrial Classification Reference
	TIMBER, FURNITURE, ETC	XVII
131	*Timber	471
132	Furniture and upholstery	472
133	*Bedding and soft furnishings	473
134	*Shop and office fittings	474
135	*Wooden containers and baskets	475
136	*Miscellaneous wood and cork manufactures	479
	PAPER, PRINTING AND PUBLISHING	XVIII
137	Paper and board	481
138	Cardboard boxes, cartons and fibre-board packing cases	482/1
139	Packaging products of paper and associated materials (other than board)	482/2
140	Manufactured stationery	483
141	Miscellaneous manufactures of paper and board	484
142	Printing, publishing of newspapers and periodicals	485,486
143	*General printing, publishing, etc	489
	OTHER MANUFACTURING INDUSTRIES	XIX
144	✓ Rubber	491
145	Linoleum, plastics floor covering, leathercloth, etc	492
146	*Brushes and brooms	493
147	Toys, games, childrens' carriages and sports equipment	494
148	Miscellaneous stationers' goods	495
149	Plastics products	496
150	*Miscellaneous manufacturing industries	499
	CONSTRUCTION	XX
151	*Construction	500
	GAS, ELECTRICITY AND WATER	XXI
152	Gas	601
153	Electricity	602
154	Water supply	603
155	Index of products	
156	Summary tables: Industry analyses	
157	Summary tables: Area analyses	
158	Summary tables: Enterprise analyses	
159	Directory of Businesses: Mining and Quarrying; Construction; Gas, Electricity and Water	II, XX and XXI
160	Directory of Businesses: Food, Drink and Tobacco	III
161	Directory of Businesses: Coal and Petroleum Products; Chemicals and Allied Industries	IV and V
162	Directory of Businesses: Metal Manufacture	VI
163	Directory of Businesses: Mechanical Engineering	VII
164	Directory of Businesses: Instrument Engineering; Electrical Engineering	VIII and IX
165	Directory of Businesses: Shipbuilding and Marine Engineering; Vehicles	X and XI
166	Directory of Businesses: Metal Goods Not Elsewhere Specified	XII



Report Part No		Standard Industrial Classification Reference
167	Directory of Businesses: Textiles	XIII
168	Directory of Businesses: Leather, Leather Goods and Fur; Clothing and Footwear	XIV and XV
169	Directory of Businesses: Bricks, Pottery, Glass, Cement, etc; Timber, Furniture, etc	XVI and XVII
170	Directory of Businesses: Paper, Printing and Publishing	XVIII
171	Directory of Businesses: Other Manufacturing Industries	XIX

## VI MEMBERS OF THE ADVISORY COMMITTEE

Section 8 of the Statistics of Trade Act, 1947, requires that an Advisory Committee should advise on the preparation of the Forms and instructions necessary for the taking of a census. Proposals for the detailed Census of Production for 1968 were considered by the Advisory Committee on the Censuses of Production for 1968, 1969, 1970, 1971 and 1972. The following list shows the members of the Committee and the name of the organisation to which they belonged at the time of their appointment. This latter information provides an indication of the wide range of opinion covered by the Advisory Committee.

Mr J Stafford, CB (Chairman)	Board of Trade (a)
Mr R D R Bateman, MBE	Bass, Mitchells and Butlers Limited
Mr R E Beales, CBE	Central Statistical Office
Mr E R Beecher, FACCA	John Laing and Son Limited
Mr J A Bound	Quaker Oats Limited
(b)(c) Dr J B Bracewell-Milnes	Confederation of British Industry
Mr H E Browning	Board of Trade (a)
(b) Mr N W Cullen	Tate and Lyle Refineries Ltd
(b) Mr M C Fessey	Board of Trade (a)
(c) Mr G N Gabell, FCIS	English Electric Company Limited
Mr A C F Hey	The Association of British Chambers of Commerce
(c) Mr A W Knight	Courtaulds Limited
(b) Mr D Lea	Trades Union Congress
Professor K S Lomax, BSc, MA	University of Leeds
Mr A B Lucas, FCA	Price Waterhouse and Co
Mr E E Sara	The United Steel Companies Limited
(c) Mr A A Shenfield	Confederation of British Industry
(c) Mr L T Wright, CBE	Amalgamated Weavers' Association
(b) Mr P D Dworkin (Joint Secretary)	Board of Trade (a)
(c) Mr K G Forecast (Joint Secretary)	Board of Trade (a)
Mr H Hochfelder (Joint Secretary)	Board of Trade (a)

(a) Now Department of Trade and Industry

(b) Members appointed subsequent to the creation of the Advisory Committee on 31 December 1965

(c) Members who have resigned







CONFIDENTIAL

All figures should relate to the same period.  
State values to the nearest £.  
Do not leave blanks: where none, state 'None'.  
Do not bracket headings: give estimates where you cannot give an exact figure.

C - SMALL ESTABLISHMENTS (see note 5)

To be completed in respect of establishments at which FEWER THAN TWENTY-FIVE PERSONS were employed on the average during 1968

Average number of persons employed during 1968 (see notes 12 to 16):

	Code	Number
1. Working proprietors . . . . .	1	
2. All other persons employed, including clerical staff but excluding outworkers working in their own homes, etc. . . . .	4	
3. State approximately how many persons included against heading 2 were mainly employed in merchandising (i.e. in wholesaling or retailing purchased goods). (If none, state 'None') . . . . .	9	

The declaration (Section R at the end) should be completed and signed in all cases but the details in the rest of the return should be completed only in respect of establishments at which TWENTY-FIVE OR MORE PERSONS were employed on the average during 1968.

D - WORKING PROPRIETORS (see notes 12 to 14)

Code	Number
1	

E - EMPLOYMENT (canteen workers and persons engaged in merchandising should be included unless these activities are excluded from this return as provided in note 6) (see notes 15 to 19)

Average number of persons on the payroll during the year:

	Number
1. Operatives . . . . .	2
2. Administrative, technical and clerical employees . . . . .	3
3. Persons employed mainly on transport work (who are already included against headings 1 and 2) . . . . .	10

F - WAGES AND SALARIES, ETC. (see note 20)

Wages and salaries paid during the year to:

	£
1. Operatives . . . . .	39
2. Administrative, technical and clerical employees . . . . .	40
3. Persons employed mainly on transport work (whose wages and salaries are already included against headings 1 and 2) . . . . .	41

CONFIDENTIAL

All figures should relate to the same period.  
State values to the nearest £.  
Do not leave blanks: where none, state 'None'.  
Do not bracket headings: give estimates where you cannot give an exact figure.

G - STOCKS (see notes 21 to 26)

Materials, stores and fuel:

	Code	£
1. At beginning of year . . . . .	29	
2. At end of year . . . . .	20	

Work in progress:

3. At beginning of year . . . . .	27	
4. At end of year . . . . .	19	

Goods on hand for sale:

5. At beginning of year . . . . .	28	
6. At end of year . . . . .	18	

H - CAPITAL EXPENDITURE (see notes 27 to 34)

Land and buildings:

1. Cost of new building work or other constructional work of a capital nature . . . . .	48	
2. Cost in the year of land and of existing buildings acquired . . . . .	49	
3. Proceeds of land and buildings disposed of . . . . .	50	

Vehicles:

4. Cost of new and second-hand vehicles bought . . . . .	51	
5. Proceeds of vehicles sold or traded in . . . . .	52	

Plant, machinery, and other capital equipment:

6. Cost of new and second-hand items bought . . . . .	53	
7. Proceeds of items sold or traded in . . . . .	54	

J - OTHER SELECTED ITEMS OF EXPENDITURE

1. Amount payable for work given out (see notes 35 to 37) . . . . .	30	
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Amounts payable to other organisations for repairs and maintenance (see notes 38 and 39):

2. To buildings . . . . .	55	
3. To road goods vehicles . . . . .	56	
4. To plant, machinery, and other capital equipment . . . . .	57	

Amounts payable to other organisations for transport (see notes 40 to 42):

5. By road . . . . .	31	
6. By rail or other means (excluding postal services) . . . . .	32	

Costs of operating road goods vehicles (see notes 43 and 44):

7. Vehicle insurance . . . . .	58	
8. Vehicle licences . . . . .	59	
9. Depreciation . . . . .	60	
10. Rates (excluding water rates) payable in the year (see note 45) . . . . .	61	
11. Amount payable for the hire of plant and machinery (see note 46) . . . . .	37	
12. Amount payable for postage, telephones, telegrams, cables and telex . . . . .	62	



K - PURCHASES (see notes 47 to 49)

CONFIDENTIAL

State cost to the nearest £ and quantities to the nearest unit.  
Do not bracket headings: give estimates where you cannot give an exact figure.

MATERIALS FOR USE IN PRODUCTION <sup>(a)</sup>		Code	Cost £	Quantity
<b>Wool: virgin (including wool obtained from skins):</b>				
1.	In greasy state when purchased . . . . .	1001	.....	
2.	Scoured, carbonised or slipped when purchased . . . . .	1002	.....	
3.	Woollen yarn, including mixtures if known as woollen . . . . .	1003	.....	
4.	Worsted yarn, including mixtures if known as worsted . . . . .	1004	.....	
5.	Mohair, alpaca, vicuna, llama and camels' hair yarn . . . . .	1005	.....	
6.	Cotton yarn (including cotton waste yarn) <sup>(b)</sup> . . . . .	1006	.....	.....lb
7.	Jute yarn . . . . .	1007	.....	
8.	Paper yarn . . . . .	1008	.....	
<b>Man-made fibres (nylon, rayon, etc.) continuous filament yarn<sup>(b)(c)</sup>:</b>				
9.	Synthetic (nylon, etc.) yarn . . . . .	1009	.....	.....lb
10.	Other (rayon, etc.) yarn . . . . .	1010	.....	.....lb
<b>Man-made fibres (nylon, rayon, etc.) spun yarn (including waste yarn) and spun yarn doubled with continuous filament yarn<sup>(b)(c)</sup>:</b>				
11.	Synthetic (nylon, etc.) yarn . . . . .	1011	.....	.....lb
12.	Other (rayon, etc.) yarn . . . . .	1012	.....	.....lb
13.	Woven piece goods (other than narrow fabrics) wholly or mainly of jute (including hessian) . . . . .	1013	.....	.....sq.yds
14.	Interlining materials including rubberised 'non-slip' felt . . . . .	1014	.....	
15.	Dyestuffs . . . . .	1015	.....	

(a) So far as possible, you should include under 'Materials for use in production' only those goods purchased for use in manufacture. Materials purchased for your own packaging should be excluded from 'Materials for use in production' and included under 'Packaging materials'. Goods purchased for re-sale only should be shown against 'Goods for merchanting or factoring'. If some goods purchased were in part for use in manufacture and in part for re-sale only, and the division between the two cannot be estimated, they should be included against the appropriate heading under 'Materials for use in production'.

(b) Weight of yarn. The figures required are conditioned weights of yarn. In all cases the figures should exclude the weight of cones, tubes, beams or other packing materials.

(c) Definitions of man-made fibres  
The term 'Synthetic fibres' includes nylon and fibres such as those known as Acrilan, Courtelle, Courlene, Dynel, Orlon and Terylene; it is defined as 'extruded filaments or fibre produced from substances obtained by chemical synthesis'.  
The term 'Other man-made fibres' includes rayon, acetate and fibres such as those known as Fibrolane and Tricel; it is defined as 'extruded filaments or fibres of substances derived from cellulose, protein, algae or similar animal or vegetable material'.